



Mohammed Arshad Shaikh

Digital Marketer

Contact

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Skills

Active listening



SEO



SEM



SMM



Google Ads



Adobe Illustrator



Adobe indesign



Adobe photoshop



Tally erp. 9



Communication



MS power point, excel, words



Languages

Hindi



Bilingual or Proficient (C2)

English



Advanced (C1)

Summary

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Detail-oriented team player with strong organizational skills.

Work History

2021-05 - 2022-07	Administrator <i>Nathani&co., Mumbai</i> <ul style="list-style-type: none">Entered and maintained departmental records in company database.Coordinated with human resources department to handle payroll and personnel databases.
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Education

2023-07 - Current	Diploma In Digital Marketing <i>DMTI Softpro - Mumbai</i>
2023-07 - Current	Diploma In Graphic Designing <i>DMTI Softpro - Mumbai</i>
2023-11 - Current	Diploma In Web Designing <i>DMTI Softpro - Mumbai</i>
2020-09 - 2023-06	B.com <i>Wilson College - Mumbai</i>
2018-08 - 2020-08	HSC <i>AP College - Mumbai</i> HSC - 75%
2007-07 - 2018-07	SSC <i>ST.Xavier's High School - Mumbai</i> SSC - 58.6%

Certifications

2023-07	Email marketing
2023-08	Google my business
2023-10	Social media certified

Interests

Using social media app, listening music

Projects

- Done SEO of minishopping.in website
- Done SMM projects
- Done project in Google Ads